

Completing a Bed Poll

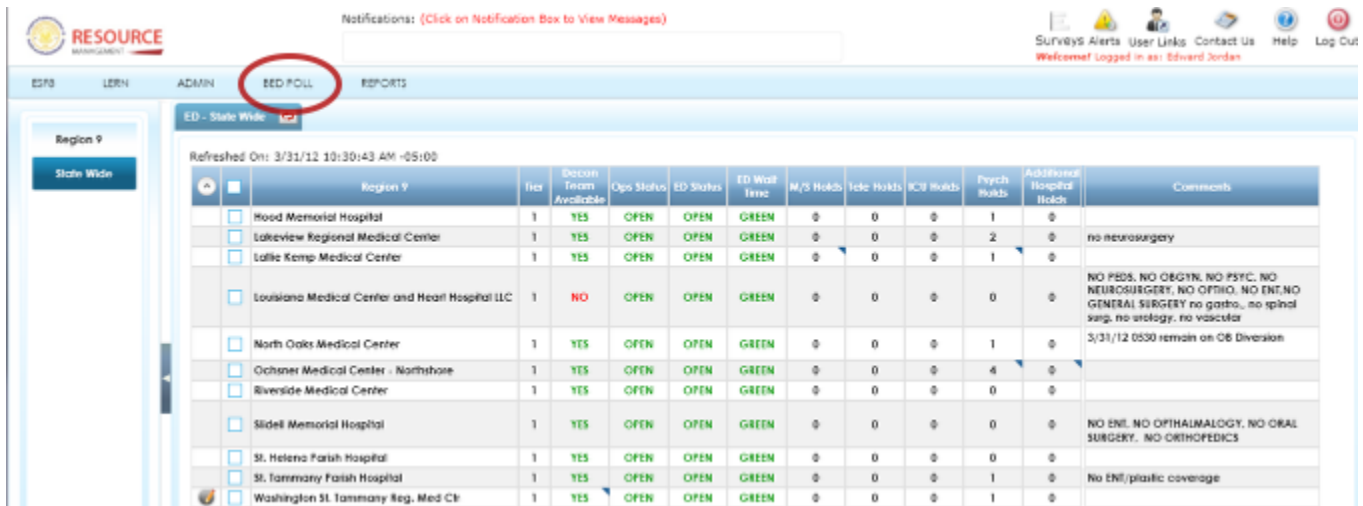
This is a brief guide on how to complete a Bed Poll using the Resource Management application or the Mstat application in the ESF 8 Portal. We will show how to do a bed poll first, and then we will demonstrate how different types of hospitals access their pages.

Method 1: Using Resource Management



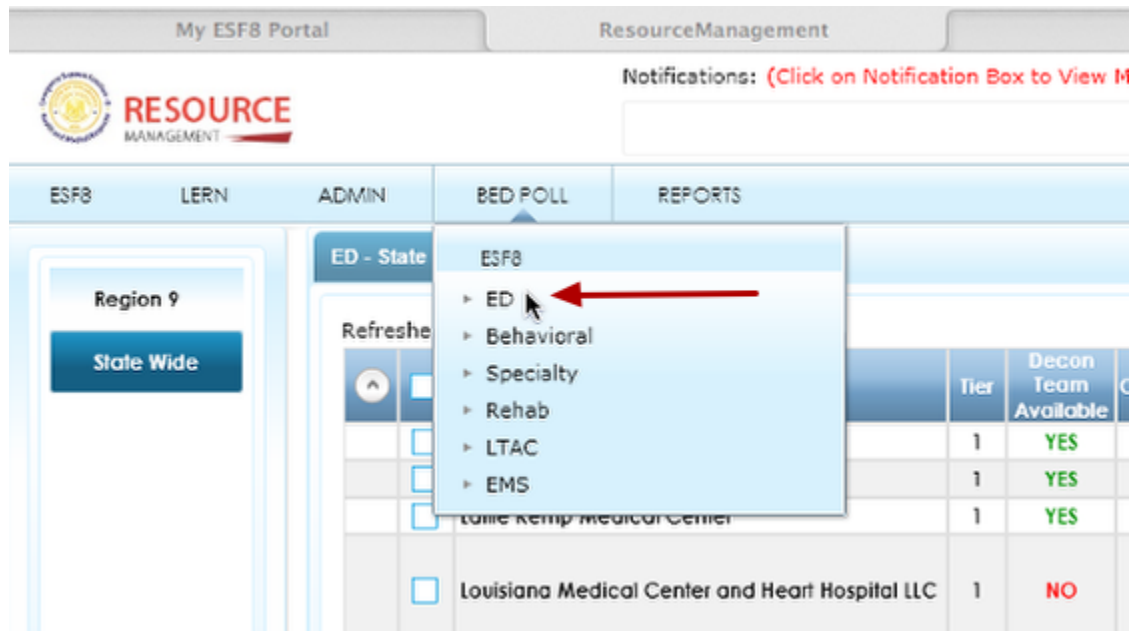
After logging in to the ESF 8 Portal, click on either Resource Management ED or Resource Management LERN. Both will allow you to get to the Bed Poll function

Locating the Bed Poll Function



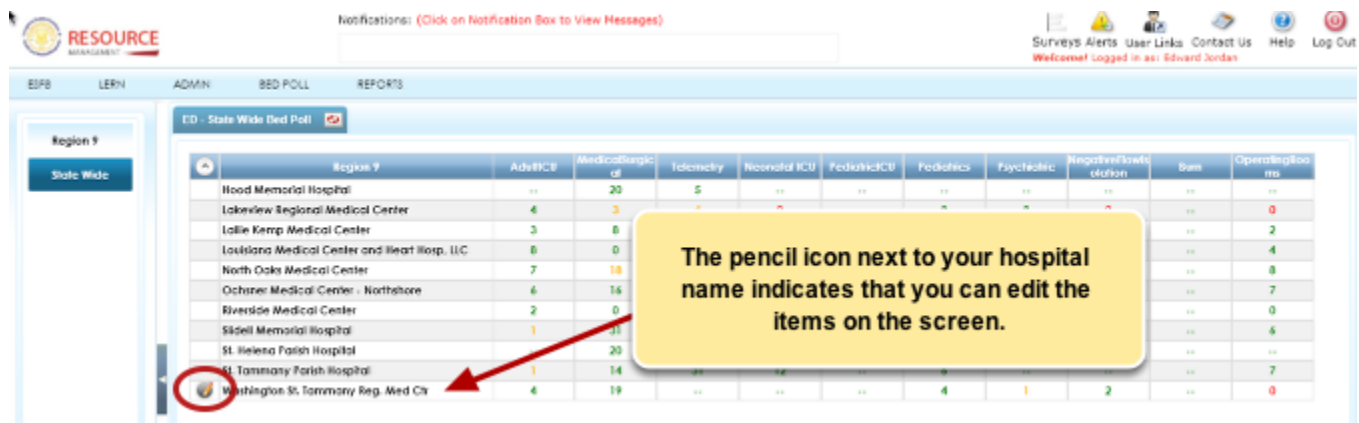
The main screen of the Resource Management will show the Bed Poll function in the top menu bar.

Opening the Bed Poll



Hover your mouse over the Bed Poll label to reveal the categories. Choose the category for your hospital and click. In this case, the hospital is in the ED category.

The Bed Poll Screen



You should see a pencil icon next to your hospital name if you have Update permissions. Every hospital has at least one user with Update permissions. If you need to modify your permissions to allow updating, contact your facility's Point of Contact. You can also contact your DRC for assistance.

The Main View

1. Enter your staffed capacity

2. Enter your census

3. Click Save to finish.

ICU: Adult Capacity 8 Census 4

Med/Surg: Adult Capacity 40 Census 21

Pediatrics

Med/Surg: Pediatric Capacity 4 Census 0

Obstetric/Delivery Capacity 8 Census 0

Nursery/Bassinet Capacity 8 Census 0

NegativeFlowIsolation

Negative Pressure Isolation Capacity 2 Census 2

OperatingRooms

Operating Rooms Capacity 3 Census 3

Save Cancel

This screen results from clicking the pencil icon next to your hospital name. This opens up the entire bed poll for editing. There are several important things to remember:

- Your bed types are driven by your choices in the EMSTAT application. If you need to add or delete bed types shown in the Bed Poll, log in to EMSTAT and go to Bed Types. Make your changes there, and they will be reflected in the Bed Poll view in Resource Management.
- You enter only staffed capacity and census. The application will calculate available beds. These are steps 1 and 2.
- You can enter data in one or all of the cells. This is entirely dependent on whether your current bed availability is different from the Bed Poll data view.
- Once you have completed editing your data, click Save to return to the main Bed Poll view. This is step 3.

Returning to the Main Bed Poll View

Region 9	Adult ICU	Medical/Surgical	Isolation	Neonatal ICU	Pediatric ICU	Pediatrics	Psychiatric	NegativeFlowIsolation	Isolation	Operating Rooms
Rood Memorial Hospital	---	20	5	---	---	---	---	---	---	---
Lakeview Regional Medical Center	4	3	4	0	---	8	8	0	---	6
Ladelle Kemp Medical Center	3	8	---	---	---	---	---	---	---	2
Louisiana Medical Center and Heart Hosp. LLC	8	0	14	---	---	---	---	4	---	4
North Dakota Medical Center	7	18	3	6	---	3	---	1	---	8
Ochsner Medical Center - Northshore	6	16	12	4	6	7	---	6	---	7
Riverside Medical Center	2	0	12	---	---	0	---	---	---	0
Sidell Memorial Hospital	1	31	18	8	---	2	---	0	---	6
St. Helena Parish Hospital	---	20	---	---	---	---	---	---	---	---
St. Tammany Parish Hospital	1	14	31	12	---	6	---	---	---	7
Washington St. Tammany Reg. Med Ctr	4	19	---	---	---	4	1	2	---	0

Once you click Save, you are returned to the main Bed Poll view.

Editing Only One Bed Type

Pediatrics

	Capacity	Census
Med/Surg: Pediatric	<input type="text" value="4"/>	<input type="text" value="0"/>
Obstetric/Delivery	<input type="text" value="8"/>	<input type="text" value="0"/>
Nursery/Bassinet	<input type="text" value="8"/>	<input type="text" value="0"/>

Save **Cancel**

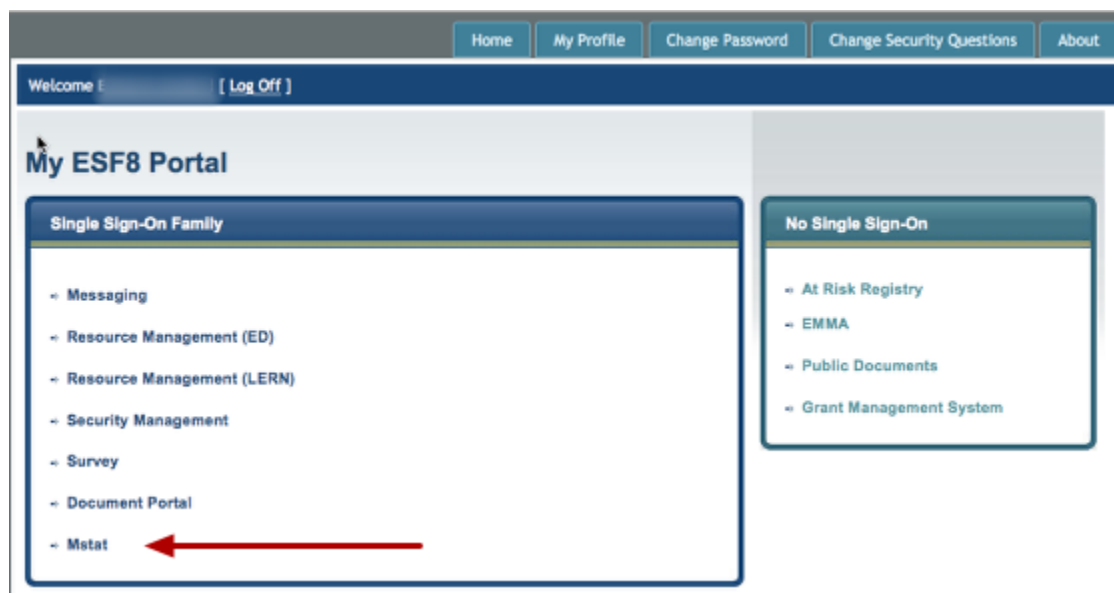
You can edit the data for one bed type without clicking the pencil icon. This is done by double-clicking in the cell of the bed type you want to change. This opens up just that bed type for editing. The steps are the same:

- Enter your staffed capacity, and/or
- Enter your census,
- Click Save.

Remember that the bed types that are displayed are those that you chose in Mstat. The main Bed Poll view only shows a summary according to the bed types agreed upon by hospitals in the State.

That's all there is to it!

Method 2: Using Mstat to Complete a Bed Poll



After logging in to the ESF 8 Portal, click on Mstat to get to the Census function. "Census" and "Bed Poll" mean the same reporting data. Census is used in Mstat (as it is used by other facility types), and Bed Poll is used in Resource Management.

Locating the Census Function

Facility Type: Hospital Region: Region 9 Facility Name: Washington St. Tammany Reg. Med Ctr Go

Click on "Change" to enter your census information

Select or change bed types here.

Selected Facility: Washington St. Tammany Reg. Med Ctr

Operating Status: Normal Operations

Evacuation Status: Normal Operation

Power Status: Normal Operations

Quick links

Bedtype Mapping Last Update at 7/23/2013 at 4:24:46 PM Manage

Manage Generators Last Update at 8/7/2013 at 10:21:07 PM Manage

Utility Providers Last Update at 8/18/2013 at 11:36:22 AM Manage

Census Last Update at 11/18/2013 at 6:33:37 AM No Change Change

Utility Status Last Update at 10/4/2013 at 1:43:36 PM No Change Change

If you need to manage your bed types, click the "Manage" button in the "Bed Type Mapping" section. If your bed types are correct, you can access the Census reporting function by clicking on the "Change" button in the "Census" section.

The Census View in Mstat

There is no current active event. Please continue normal reporting requirements

Facility Type: Hospital Region: Region 9 Facility Name: Washington St. Tammany Reg. Med Ctr

Enter your data here

Census Last Update at 11/18/2013 at 6:33:37 AM History Help No Changes Save Changes Back

AdultICU Capacity Census Available

ICU: Adult 6 6 0

MedicalSurgical Capacity Census Available

Med/Surg: Adult 26 26 20 20 6

Emergency Department 8 8 8 8 0

Pediatrics Capacity Census Available

Med/Surg: Pediatric 4 4 1 1 3

Obstetric/Delivery 8 8 0 0 8

Nursery/Bassinets 8 8 0 0 8

NegativeFlowIsolation Capacity Census Available

Negative Pressure Isolation 3 3 0 0 3

OperatingRooms Capacity

Operating Rooms 2 2

The number in red is the current value in the input field. It is displayed so that, if you make a mistake, you can easily re-enter the original information. Once you click Save, the data displayed will change.

Like Resource Management, you simply modify the data in the "Capacity" and "Census" boxes. This will calculate the "Available" beds once you tab out of the field.

As noted, the number in Red next to each input box is the last updated value. This is displayed in the event you make a mistake and need to revert back to the prior entry for that field. Once you save changes, the red reference number will change to the new value.

Conclusion

In summary, a hospital can complete a bed poll in either of two applications: Resource Management (Bed Poll option) or Mstat (Census option). The data is the same and will be reflected in both applications once changes are saved.

Assistance can be obtained from:

1. Your Regional DRC
2. The LERN Communications Center at 1-866-320-8293.
3. The LHA Grant staff at (225) 928-0026.
4. ESF 8 State staff at esf8help@la.gov